INSTRUCTIONS FOR TAKING COURSES

Log into the system

1. From the Internet Explorer screen type: **https://www2.virtualtrainingassistant.com/mdhmh/**
2. Press the **Start** button
3. Enter your id into the **User ID**. Click the **Login** button.
4. The first time you log into the system you won't enter a password; just click on the **Logon** button. On the following screen, type a new password into the **New Password** and **Repeat New Password** fields; don't enter anything in the **Old Password** field. The password must be between 4 – 8 characters.
5. All other times you enter the system, you must enter your logon id and password.
6. Make sure pop-up blockers are disabled.

Taking a mandatory online course

1. Once logged in, click on the **My Learner** button near the top left of the page.
2. Click on the **My Plan** button on the middle left side of the page.
3. Click on the **Start** button in the **Action** column for the course you want to begin.
4. On the Course Description page, click on the **Start** button on the left side of the screen.
5. In the **Action** column, click the **Start or Run** link for the first lesson.
6. When you have completed a lesson, be sure to click the **Credit** button; if you don't do this, you won't be able to take the following lesson.
7. Follow all of the online instructions until you have completed the course.
8. You may logout at any time by clicking the **Logout** button near the top of the screen.

Taking any online course
1. For online courses not already listed in your plan, you can enroll and take them yourself without having your registration coordinator register you.
2. Click on the **Search** button near the top of the screen.
3. Choose Online in the **Media** box by clicking on the down arrow.
4. Type **dhmh** in the **Search Expression** field.
5. Click on the Search button.
6. All online courses will appear. Click on the course you're interested in.
7. The course description screen appears.
8. Click on the **Start** button to begin the course.

Logging Off

1. When you need to log off, click the **Logoff** button near the top of the page.

Forgot your User ID or password

1. You should contact your registration coordinator. If you don't know your coordinator, contact Training Services Division (TSD) at 410-767-1605 or 410-767-1834.
2. Only your coordinator or TSD can remove a password.